Common Origination and Disbursement
COD Processing Update

October 27, 2006

Direct Loan Program

COD News

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NEW!

Direct Loan Bulletin 06-11 Released (10/27/06)
Direct Loan Bulletin 06-11 was released to schools from the COD School Relations Center on October 26, 2006 and is posted on the IFAP Web site. This bulletin provides guidance about keeping updated and accurate contact information for Federal Student Aid resources on school Web sites. If you would like to be added to or removed from the Direct Loan Bulletin distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of "DLB Distribution".

NEW!

Unlocking and Resetting COD Web Site Passwords (10/27/06)
COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, www.cod.ed.gov, and complete the following steps:

Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.

Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.

Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.

Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html.

HERA Operational Implementation Guidance—Two EDExpress 2006-2007, Release 3.0 Software Issues Impacting Direct PLUS Loans for Graduate or Professional Students Identified for Resolution in Release 4.0 (10/26/06)
Federal Student Aid has posted operational guidance alerting all users of the EDExpress for Windows 2006-2007, Release 3.0 software of two Direct Loan module issues it has identified, both of which will be resolved in Release 4.0 (available December 2006). The Electronic Announcement is available on the IFAP Web site.

Beta Testers Needed For EDExpress for Windows 2007-2008, Release 1.0 (10/23/06)
The Department of Education (the Department) is recruiting participants for the beta test of EDExpress for Windows 2007-2008, Release 1.0. The Department is seeking schools and servicers to test the Packaging module and Global functionality (specifically the Document Tracking and User Database features). The beta test will run from November 13, 2006 to November 17, 2006. Further details regarding beta testing and EDExpress for Windows 2007-2008, Release 1.0 are posted on the IFAP Web site.

Note: On October 20, 2006, an incorrect message was posted regarding beta testing. We have corrected this message and apologize for any inconvenience.

Reports and Data Requests

NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—   Schools in need of this file should contact the COD School Relations Center. (10/03/05)

ACG, National SMART Grant, and Pell Grant Programs

COD News

NEW!

Incorrect ACG, National SMART Grant, and Pell Grant ESOAs Sent to Schools on October 19, 20, 21, and 26, 2006 (10/27/2006)
On October 19, 20, 21, and 26, 2006, COD sent schools incorrect Electronic Statement of Account (ESOA) reports for the Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Federal Pell Grant (Pell Grant) programs. These ESOAs reflect a school's correct Current Funding Level (CFL) for the applicable program and award year identified in the ESOA; however, they include initial authorization and/or adjustment transaction activity that occurred on earlier dates over the past several months. *Please disregard all ESOAs dated October 19, 20, 21, and 26, 2006.*

COD has identified and corrected the issue in the COD System that caused the generation of the erroneous ESOAs. *On October 28, 2006, we will send accurate ESOAs to all schools that performed ACG, National SMART Grant, and/or Pell Grant adjustment activity on October 18, 19, 20, and/or 25, 2006.*

Each school that performed ACG, National SMART Grant, and/or Pell Grant adjustment activity on October 18, 19, 20, and/or 25, 2006 will receive an accurate ESOA dated October 28, 2006 for each applicable program and award year. COD will send each ESOA to the school's Student Aid Internet Gateway (SAIG) mailbox as follows:

- The ESOA for the ACG Program will be sent in the message class AGAS07OP.

- The ESOA for the National SMART Grant Program will be sent in the message class SGAS07OP.

- The ESOA for the Pell Grant Program will be sent in the message class PGASxxOP (for award years 2001-2002 through 2006-2007).

Note: All adjustment activity performed on October 18, 19, 20, and/or 25, 2006 is accurately reflected in the GAPS Activity Report on the Grant Administration and Payment System (GAPS) e-Payments Web site. Likewise, all adjustment activity is reflected on the COD Web site.

Federal Student Aid apologizes for the inconvenience caused by the erroneous generation of the incorrect ESOAs. Again, *please disregard all ESOAs dated October 19, 20, 21, and 26, 2006. COD will send correct ESOAs to the applicable schools on October 28, 2006.*

An Electronic Announcement with this same information will be posted on the IFAP Web site.

Common Origination and Disbursement
COD Processing Update

COD System Maintenance Planned For Sunday, October 29, 2006 (10/25/06)
Due to the end of daylight savings time, the COD System will be unavailable on Sunday, October 29, 2006 from 1:00 A.M. until 3:00 A.M. (ET). In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:

- Users will not be able to submit or retrieve data via the COD Web site between 1:00 A.M. and 3:00 A.M. (ET).

- Batches submitted by schools via the SAIG between 1:00 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).

- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or e-mail CPSSAIG@ed.gov.

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HERA Operational Implementation Guidance- Clarification of ACG Data Review by Schools (10/25/06)
Federal Student Aid has posted operational guidance that summarizes and clarifies school review of Academic Competitiveness Grant (ACG) self-identification information that it collects from students and provides to schools. The Electronic Announcement is available on the IFAP Web site.

Implementation of "Academic Year" Definition in the ACG and National SMART Grant Programs (10/23/06)
The Department of Education has posted a Dear Colleague Letter that provides guidance to schools concerning how to implement the "academic year" definition within the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs for the 2006-2007 and 2007-2008 award years. The Dear Colleague Letter, GEN-06-18, is available on the IFAP Web site.

Beta Testers Needed For EDExpress for Windows 2007-2008, Release 1.0 (10/23/06)
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Reports And Data Requests

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- Pell Year-to-Date (YTD) Records— The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

  - For rebuilds for the 2005-2006 and 2006-2007 Award Year, the school can submit the data request via the COD Web site or batch.

  - For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to CODSupport@acs-inc.com. The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]